

From the Office of the Chief Financial Officer

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TO: SPECIAL CASES COMMITTEE

FROM : MR M. NHIWATIWA – CFO

DATE: JANUARY 2024

SUBJECT: SPECIAL CASES COMMITTEE GUIDELINES

A. Introduction

Special Cases Committees are set up on each Campus to assist academically deserving students who are unable to register due to financial reasons. MIPs will be waived for students approved by the Special Cases Committee subject to the quota approved by Council.

The University strives to strike a balance between financial exclusion of students from poor and disadvantaged backgrounds and protecting the financial viability of the University through limiting increase in student debt. The University does not have means and resources to assist all students that require financial assistance and therefore has set a quota of the number of students to be assisted through special cases, which is approved by Council.

Special cases clearance and registration is **not an exemption** from paying fees due to the University and therefore a condition for special cases registration is a commitment (signed payment agreement) to pay the outstanding fees by the end of the academic year. The University reserves the right to enforce the payment of fees as per the payment agreement. This will assist in reducing the unsustainable increase of student debt.

B. Background

When students begin their first year at university they receive funding from various donors; and, as they progress, they sometimes fail to meet the required performance standards. There are also self-paying students who cannot fully pay their fees. This results in a situation where academically performing students are unable to register for succeeding academic years due to financial reasons.

This document is meant to provide guidelines on how such students can be assisted. It proposes that each campus must establish a Campus Special Cases Committee, with proper terms of reference.

C. Membership to the Special Cases Committee

The Committee will be constituted as follows:

1. Campus DD Finance (Chair)
2. Campus Deputy Directors Student Affairs
3. 1 person from the FAB Department/ Designate Staff (also responsible for minutes)
4. 2 SRC members
5. 1 person from the Finance Department, Student Debtors.

D. Terms of Reference of the Special Cases Committee

1. Evaluate and determine individual student situations submitted.
2. Consider student memorandums explaining their situation and their commitment on how they intend paying their outstanding debts.
3. Interview students, where applicable.
4. Keep credential lists of all students seen during a particular session.
5. Follow-up on students who signed payment agreement forms but reneged on their payment.
6. Refer cases to Campus Rectors for determination 1where consensus cannot be reached.

E. Special cases quota

The maximum number of students to be assisted to register through special cases shall be approved by Council. The allocation of the quota per campus shall be determined by the CFO and approved by the CFO. The maximum number of students to be assisted through special cases shall be: **Council funded – 1500, SRC funded 1500.**

F. Terms and conditions

1. No students will be allowed to register through special cases registration for a second year without having honoured the prior-year payment agreement. Students who are approved to register through special cases for the second year and have not honoured prior year payment agreements will be required to pay MIP.

2. Students registered under special cases are not entitled to the following benefits:
 - Accommodation
 - Stipends and any direct payments from the University
 - Class and teaching materials purchased directly for students
3. The special cases quota allocated is for the year (includes both annual, first semester and second semester registrations)

G. Processing of special cases registration

1. Special cases clearance is processed in bulk at the institutional office following the receipt of the approved list from the Campus Deputy Director Finance
2. Categories 2(a) and 2(b) do not have to complete a special cases application but an Acknowledgement of Debt and payment agreement forms will be required. The number of students cleared under these categories will be included in the special cases quota.
3. **From the 2024 academic year, the acknowledgement of debt form and payment agreement shall be completed on the student portal (i-enabler, online).**
4. The institutional office will not process special cases applications from the SRC or directly from students.

H. Categories of Students to be assisted through Special Cases

Category	Description	Tuition fees MIP	Prior year debt	Application requirement
1(a)– Academically performing students	Students who are self-paying and progressing well academically and passed 60% and more of their registered modules, and who are owing from R0 to R80 000 or R0 to R200 000 in the case of MBCHB students.	Nil	Nil	Complete a special cases application form and a payment agreement form on how they will pay their fees.
1(b)- Academically performing students	Students who are progressing well academically passing 50% - 59% their registered modules, who are owing from R0 to R50 000 qualify for this category.	Nil	Nil	Complete a special cases application form and a payment agreement form on how they will pay their fees
2(a) – Post graduate students	Post graduate students enrolled for Honours, Masters and Doctoral Students qualify for the category.	Nil	10% of prior year debt	Complete and sign a payment agreement form on how they will pay their fees.
2(b) – Students who are converting to B Tech and Advanced Diploma	Students converting to Advanced Diploma programmes qualify for this category (students need to have been enrolled in a diploma program the prior year and to be progressing to qualify).	Nil	Nil	Complete and sign a payment agreement form on how they will pay their fees.
Category 3(a) – Final year students (first time)	Final year students for the first time who are not funded qualify for the category.	Nil	Nil	The students must complete a special cases application form and a payment agreement form on how they will pay their fees. Such students MUST produce proof from their Faculty that they are indeed completing their studies in 2023.
Category 3(b) – Final year students (other)	Students who are repeating their final year who are not funded qualify for the category.	Nil	10% of prior year debt	The students must complete a special cases application form and a payment agreement form on how they will pay their fees. Such students MUST produce

Category	Description	Tuition fees MIP	Prior year debt	Application requirement
				proof from their Faculty that they are indeed completing their studies in 2023.
Category 4 – Students who are not performing well – see note 1 below	Students who are not performing well academically (with less than 50% pass mark on their registered subjects), and owing less than R30 000 qualify for this category.	Nil	10% of prior year debt	The students must complete a special cases application form and a payment agreement form on how they will pay their fees.
Category 5 – Students assisted by the SRC	The number of students to be assisted from SRC funds shall not exceed the number of students assisted from Council controlled funds. Students in excess of the quota will need to pay the full MIP (including percentage of outstanding debt) Students should be within N+1	R4 800 to be charged against the SRC funds	Nil	The student must complete a payment agreement form on how they will pay their fees.

Note 1- Category 5 will be assisted last (after category 1 to 4) and subject to the number of students being within the quota allocated.

The MIP of R4 800 will be waived, and the students must sign a payment agreement and they must be put in a particular academic support program to improve their academic performance and their progress should be monitored by HOD.

REGARDS

FINANCE

